

CONFIDENTIAL

DD/A Registry

78-3673/2

6 NOV 1978

78-6688

DD/A Registry

File

Commo - 4

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Chief, Central Cover StaffFROM: Michael J. Malanick
Acting Deputy Director for AdministrationSUBJECT: Listing of Employee Names in Agency
Phone Directories (U/AIUO)25X1A
REFERENCES: a. HN [REDACTED] dtd 20 July 77;
Subject: Agency Telephone Directories
b. Multiple Addee Memo from A/DDCI, dtd
21 July 77; Subject: Exceptions to Ban
on Component Telephone Directories 25X1A

1. (U/AIUO) Action Requested: It is requested that you reaffirm the validity of the phone directory policy of HN [REDACTED] (and as amended by the Acting/DDCI in his memo dated 21 July 1977); such recommendation is contained in paragraph 4.

2. (U/AIUO) Background: In the wake of the Moore case, a Telephone Survey Study Group, in April of 1977, found significant counterintelligence dimensions in the listing of the names of Agency employees in telephone directories, and recommended that such directories should be published in a functional and organization format only. Additionally, HN [REDACTED] dated 20 July 1977, indicated that individual component directories should be discouraged and should not be published unless an exception is granted by the Executive Advisory Group. The authority to grant an exception was changed to the DDCI by a later memorandum (Ref b.).

3. (U/AIUO) Staff Position: I thoroughly support the overall findings of the Study Group, that, as a matter of policy, the Agency should avoid compiling and distributing listings of Agency personnel in telephone directories.

4. (U/AIUO) Recommendation: It is recommended that you reaffirm the validity of the policy enunciated in HN [REDACTED] (as amended by the Acting/DDCI in his memo dated 21 July 1977), which limits the publication of telephone directories to the functional and organizational format only.

/s/ Michael J. Malanick

Michael J. Malanick

CONFIDENTIAL

SUBJECT: Headquarters Notice [REDACTED] dtd 20 July 77, 25X1A
Subject: Agency Telephone Directories

25X1A

CONCURRENCE:

[REDACTED]

30 October 1978

Date

Chief, Central Cover Staff (C)

APPROVED: _____
Director of Central Intelligence

25X1A

DISAPPROVED: [REDACTED]
Director of Central Intelligence

*I support DDCI's
21 Aug '78
memo*

DATE: _____

18 NOV 1978

Distribution:

- Orig - Return to ADDA
- 1 - DCI
- 1 - DDCI
- 1 - ER
- 1 - C/CCS
- 1 - D/Sec

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25X1A SUBJECT: Headquarters Notice [REDACTED] dtd 20 July 77,
Subject: Agency Telephone Directories

CONCURRENCE:

25X1A

[REDACTED]
Chief, Central Cover Staff (C)

30 OCT 1978

Date

APPROVED: _____
Director of Central Intelligence

DISAPPROVED: _____
Director of Central Intelligence

DATE: _____

Distribution:

Orig - Return to ADDA
1 - DCI
1 - DDCI
1 - ER
1 - C/CCS
2 - DDA
1 - D/Sec (orig)
1 - D/Sec

25X1A

ORIGINATOR:

[REDACTED]
Robert W. Gambino
Director of Security

31 Oct 78
Date

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This Notice Expires 1 July 1978

COMMUNICATIONS

HN [REDACTED] TL
20 July 1977

AGENCY TELEPHONE DIRECTORIES

1. Future editions of the Agency telephone directory will contain only organizational and functional sections and instructions on use of the telephone. There will be no alphabetical listing of personnel by name. This decision is based on reasons of cover and security.

2. Black and red line telephone extensions for Agency employees can be obtained from the Agency operator, extension 70. Secure voice extensions can be obtained from the Secure Voice Information Operator on Tandem Switch, extension 3-0111. Employees are still required to report any changes in telephone extensions and room numbers to their administrative officer who will have the information recorded with the Agency operator.

3. When a new Agency telephone directory is distributed within the next few months, all copies of the present Combined Telephone Directory must be turned in to the component control point. Operating Officials will ensure that this is done.

4. Component telephone directories containing the names of employees are to be discouraged and may not be published unless an exception is granted by the Executive Advisory Group.

5. The Office of Security will furnish guidance to components or employees concerning any questions regarding this notice. Inquiries should be directed to the Physical Security Division, extension 5882.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

MICHAEL J. MALANICK
Acting Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES